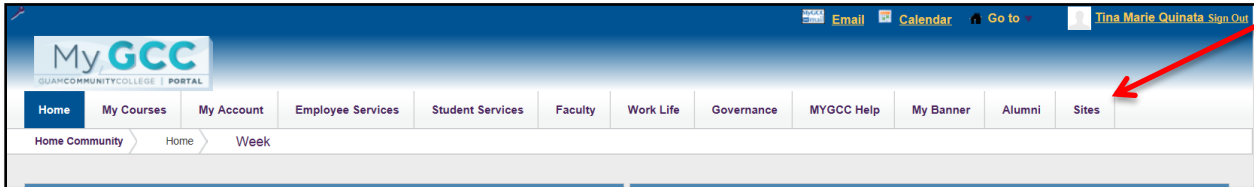# CURRICULUM REVIEW PROCESS QUICK GUIDE
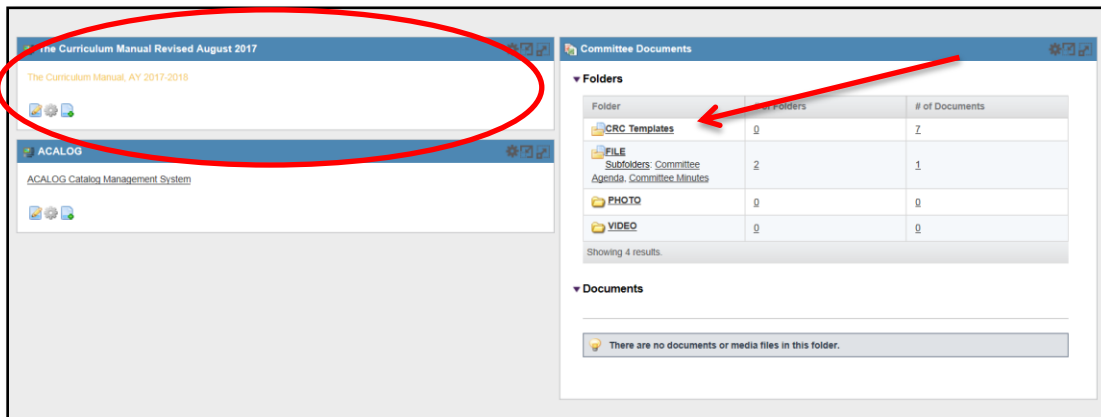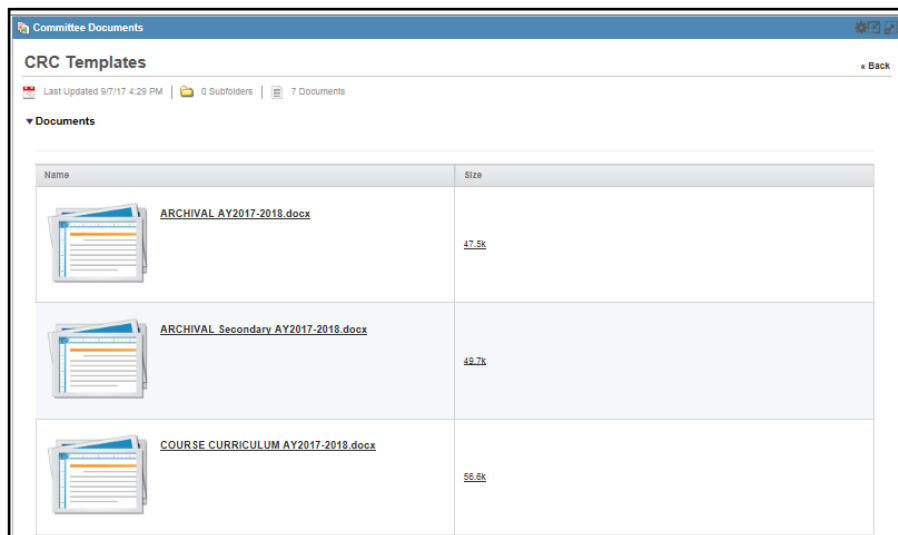## ACALOG for Authors

PART I: ACCESSING AND COMPLETING TEMPLATES

1. To access the most recent Curriculum Manual and approved forms, log into your MyGCC account, click on the *Sites* tab. Choose **Curriculum Review Committee**.

2. To access the manual click on the link **The Curriculum Manual AY 2017-2018**. To access the templates, under folders, click on **CRC Templates**.

3. Download the appropriate form via the CRC Templates folder. These templates are the most current Microsoft Word (MS) curricular form should be used and any other form types will not be accepted by the Curriculum Review Committee (CRC).

CURRICULUM REVIEW PROCESS QUICK GUIDE
ACALOG for Authors

4. The form provided is a fillable Word document. To enter text, you will need to click into the various fields. Please note, you will not be able to tab from one field to the next. Once your form is completed, you are ready to begin the ACALOG review/approval process. Use of the MS Word feature, Track Changes, allows for quick reviews as the changes are easily identifiable.
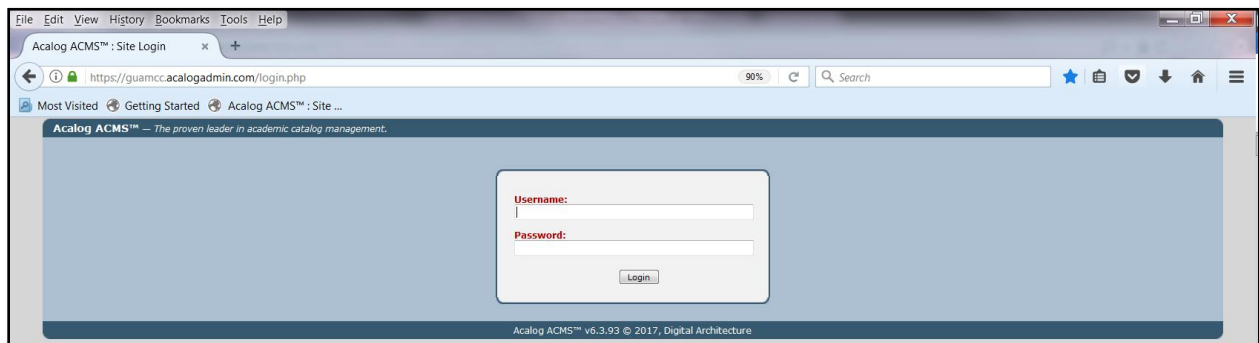
CURRICULUM REVIEW PROCESS QUICK GUIDE
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**PART II: SUBMITTING THE FORM THROUGH ACALOG**

Overview:

Creating an ACALOG audit alert initiates the approval cycle through which other users are invited to approve, reject, and comment to an audit item. Acalog includes an alert system through which users are notified of audit events when they log in to the system and this SOP calls for the user to have the system send an email alert as additional notification. The first audit alert should be generated by an author to the Department Chair. However, the first audit alert may begin with the Department Chair to the Curriculum Review Committee. Below are the steps to start the ACALOG review and approval process beginning with the author.

1. The preferred internet browser is **Mozilla Firefox**. Use of other browsers may result in ACALOG errors or challenges.
2. In the address line key, https://guamcc.acalogadmin.com *Please save link to your favorites or bookmarks*
5. Log-in to ACALOG, enter your Username and Password.

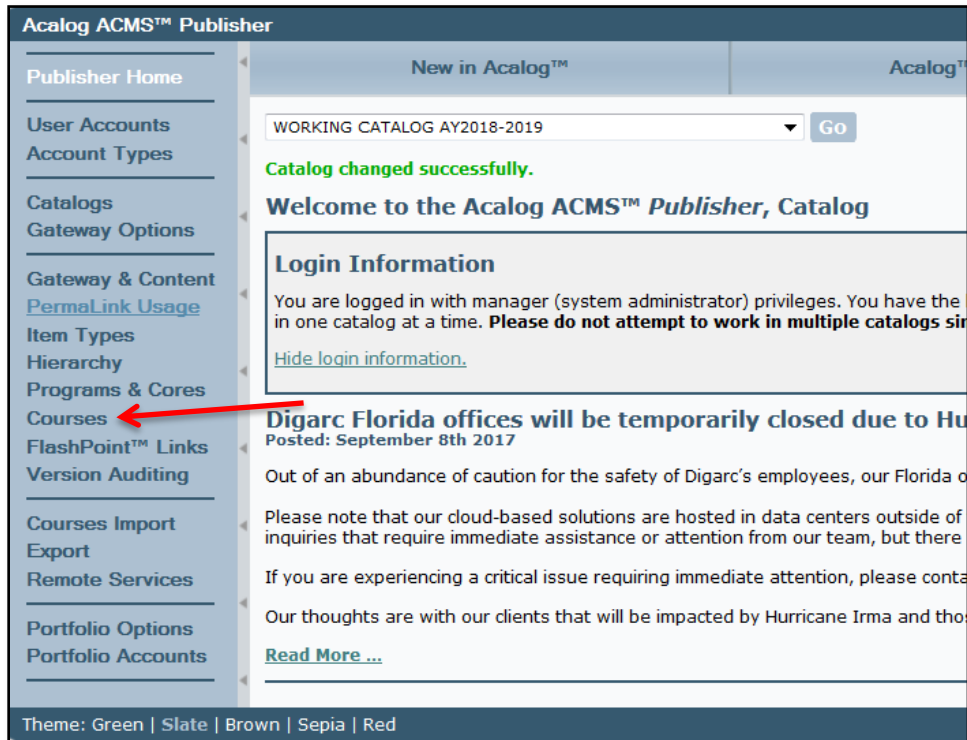6. Select a catalog from the dropdown. Choose **WORKING CATALOG AY2018-2019** and click on **Go**.
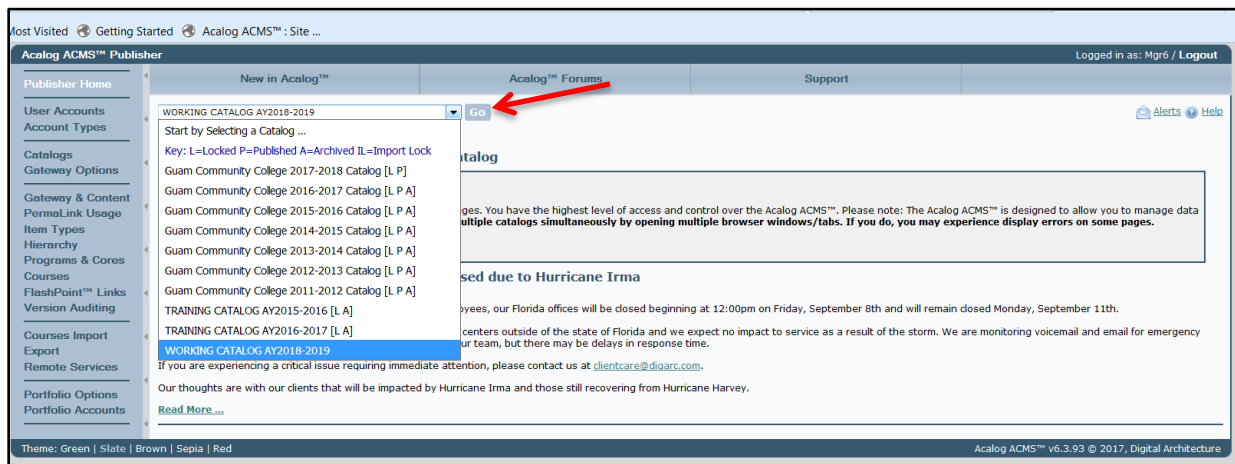
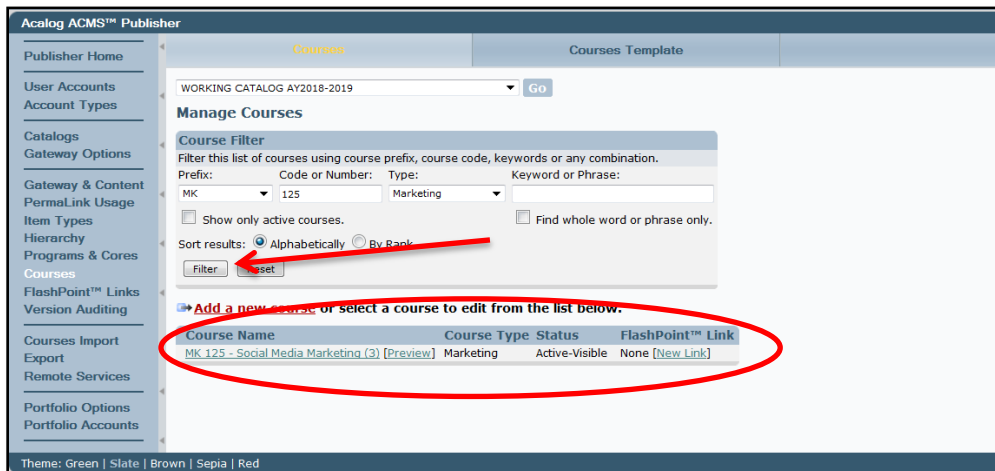# CURRICULUM REVIEW PROCESS QUICK GUIDE
ACALOG for Authors

SUBMITTING EXISTING COURSE FOR REVIEW

1. Once Course Curriculum form is completed by author it is ready for submission via ACALOG. Click on **Courses** located on the left hand side of the page.
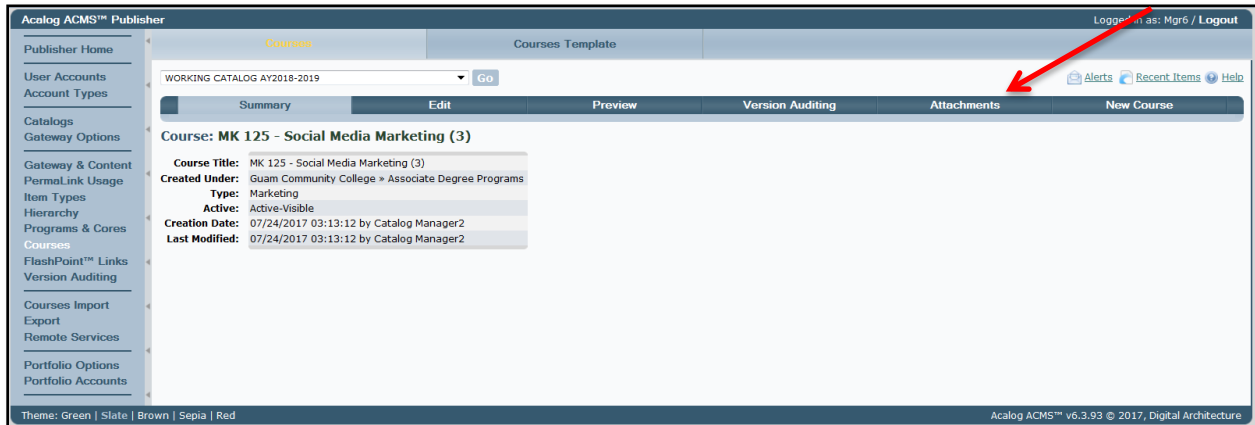

1. To access courses, utilize the **Course Filter**. Enter in following field(s); Prefix, Code or Number, and Type and click on **Filter**. This will bring up the existing course. Click on the course.
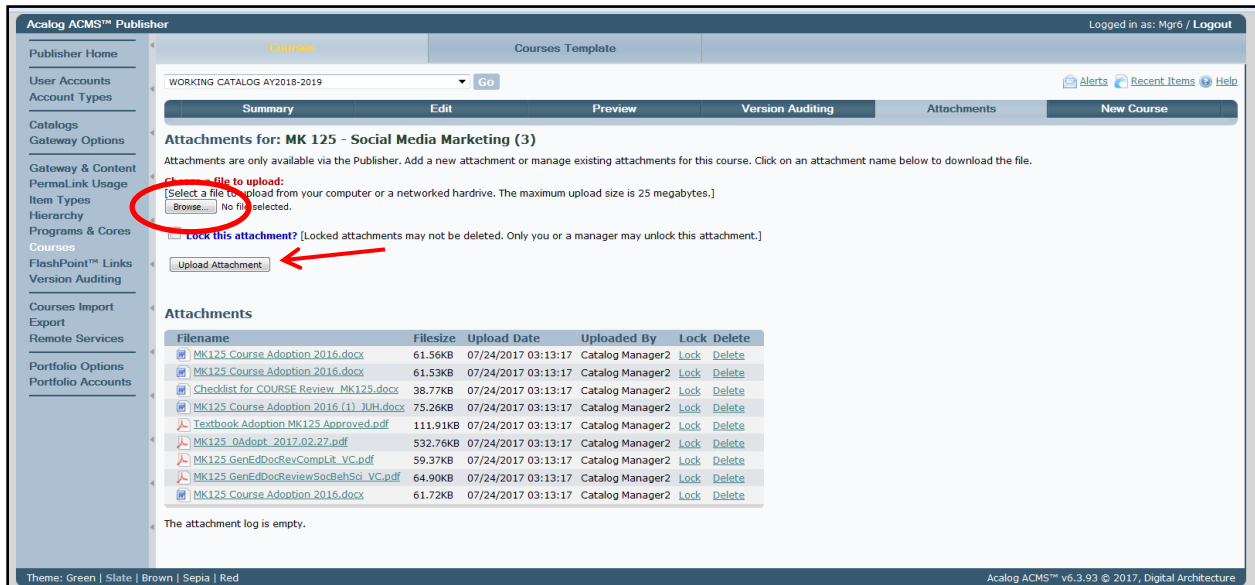
CURRICULUM REVIEW PROCESS QUICK GUIDE
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2. Verify that the correct course is chosen. Upload the Course Curriculum form by clicking on the **Attachments** tab.

3. Click on the **Browse** button and choose the file you wish to upload. Once file is chosen, click on **Upload Attachment**. Verify that your attachment successfully uploaded in the **Attachments** field.

5. The next step is to create an audit alert to your Department Chair. In order to do this, click on the **Version Auditing** tab. Click on **add a new audit event alert**.

6. First, enter in comments in the comment field, be sure to at the least include the following: Submitted MM-DD-YYYY at HH:MM AM/PM. ACALOG is based on East Coast Time so this will allow reviewers to know when the form was submitted local time.

7. Under Notify, Make sure the second radio button is selected – **Invite the people selected below to comment on this audit event, and send additional notifications via email**.

8. Select your department chair from the list of **Other Editors/Managers**. Note that holding the "Ctrl" key allows for multiple selections.

9. Once all fields have been reviewed, click on **Create Audit Event Alert**.

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ACALOG for Authors

SUBMITTING NEW COURSE FOR REVIEW

1. Please contact Tina or Rosie prior to submitting a new course for review. Once confirmation has been received by either Tina or Rosie, proceed.

2. Once Course Curriculum form is completed by author and confirmation is received from Registrar's office, it is ready for submission via ACALOG. Click on Courses located on the left hand side of the page.
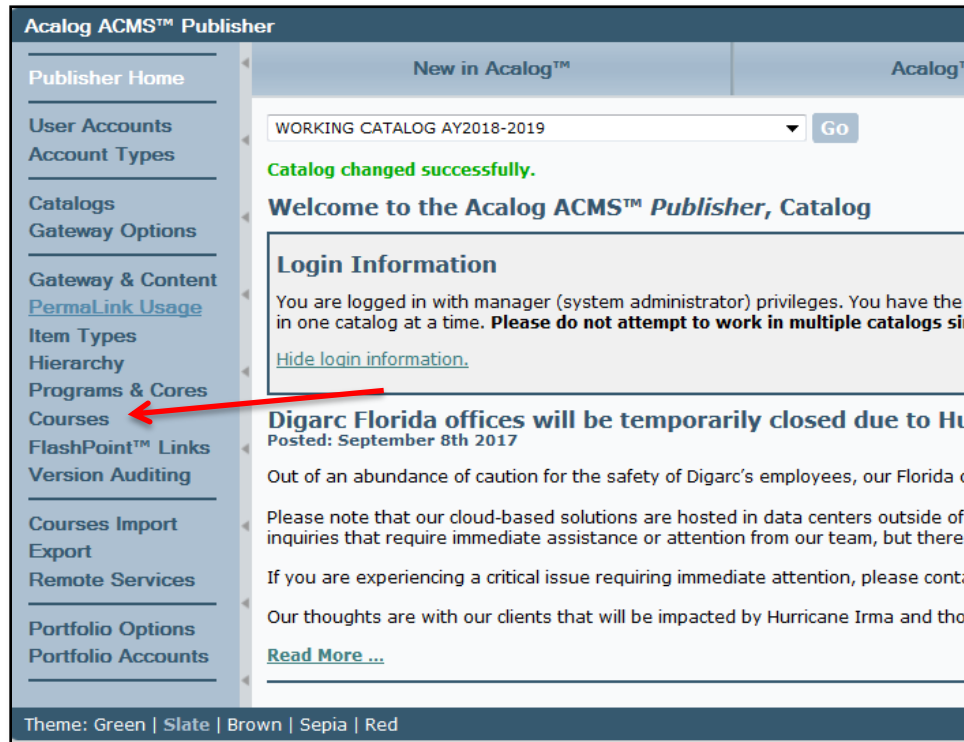
3. To access courses, utilize the course filter. Enter in following field(s); Prefix, Code or Number, and Type and click on **Filter**. This will bring up the existing course. Click on the course.
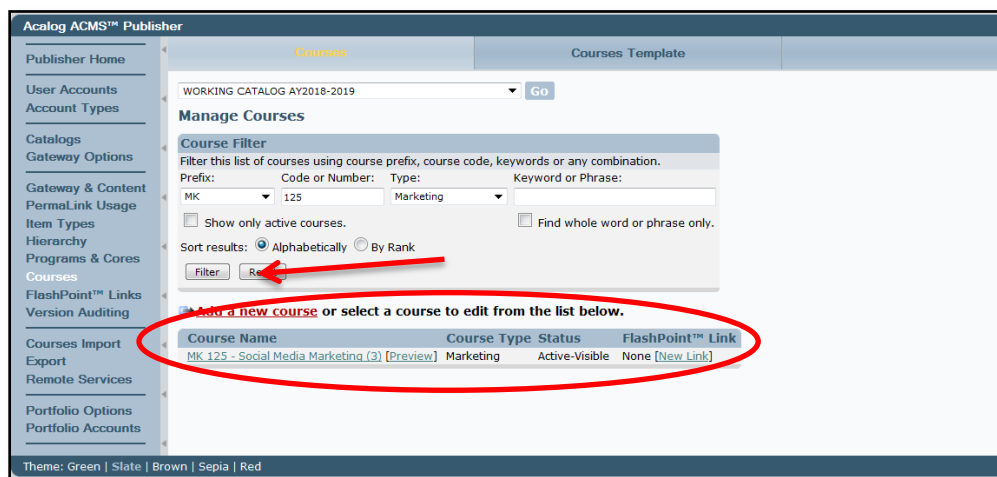
CURRICULUM REVIEW PROCESS QUICK GUIDE
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4. Verify that the correct course is chosen. Upload the Course Curriculum form by clicking on the **Attachments** tab.

5. Click on the **Browse** button and choose the file you wish to upload. Once file is chosen, click on **Upload Attachment**. Verify that your attachment successfully uploaded in the **Attachments** field.

6. The next step is to create an audit alert to your Department Chair. In order to do this, click on the **Version Auditing** tab. Click on **add a new audit event alert**.

7. First, enter in comments in the comment field, be sure to at the least include the following: Submitted MM-DD-YYYY at HH:MM AM/PM. ACALOG is based on East Coast Time so this will allow reviewers to know when the form was submitted local time.

8. Under Notify, Make sure the second radio button is selected – **Invite the people selected below to comment on this audit event, and send additional notifications via email**.

9. Select your department chair from the list of Other Editors/Managers. Note that holding the "Ctrl" key allows for multiple selections.

[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons above to specify your preferences for notification.]

Group: Select a group ... ▾ See Group Members

My Event Auditors (Preselected): No current event auditors.

Other Editors/Managers:
Aguilar, Marina [Editor]
Aguilar, Norman [Editor]
Analista, Hernalin [Editor]
Arce, Imelda [Editor]
Artero, Jennifer [Editor]

10. Once all fields have been reviewed, click on **Create Audit Event Alert**.

New Audit Event Alert

Creating an audit alert initiates an approval cycle through which other users, or a group of users, are invited to approve, reject, and comment on revisions to an audit item. To protect an item that is being reviewed, it is recommended that an audit lock is placed on the audit item. If there is an active route in place for this item, the group associated with the route must me included in the alert. You may also choose to include your event auditors or other editors or managers.

You must complete **required** fields.

Enter Comments:
Submitting for review 09/11/2017 9:41AM TMQ

Notify:
[Acalog includes an alert system through which users are notified of audit events when they log in to the system. You may also choose to have the system send an email alert by choosing the appropriate radio button below.]

○ Invite the people selected below to comment on this audit event, but send no email.
◉ Invite the people selected below to comment on this audit event, and send additional notification via email.

[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons above to specify your preferences for notification.]

Group: Select a group ... ▾ See Group Members

My Event Auditors (Preselected):
Dr. AJay Sunga [Editor]

Other Editors/Managers:
Cruz, Carol [Editor]
Cruz, Donna [Editor]
Cruz, Jesse [Editor]
Datuin, Theresa Ann [Editor]
De Oro, Vera [Editor]

Comparison Snapshot:
[You may pre-select the snapshot that will be automatically compared to the current snapshot of this course when other users respond to this audit event.]

Compare to: None ▾
[Load Comparison] [Combine and Show Changes]

☐ **Audit lock this course?** [Protect it from being edited or having additional audit events created until this event is closed or cancelled.]

[Create Audit Event Alert] [Cancel]